

DISTRIBUTION PROCESS – TALBOTS GIFT CARDS



Through her WE Support Program, **former** First Lady Maria Shriver has partnered with Talbots, Inc. and the California Department of Veterans Affairs to help provide female veterans with gift cards to help them purchase professional attire.

Talbots Gift Cards valued at \$200 each, will be distributed by the California Department of Veterans Affairs (CalVet) per the office of Barbara Ward, Deputy Secretary for Women and Minority Veterans Affairs, starting May 17, 2010.

VA facilities and female veteran service providers who assist women veterans in their efforts to find gainful employment and transition back into the work place are eligible to participate in this unique program. Please follow the guidelines stated below:

1. Email Deputy Secretary Ward at Barbara.ward@cdva.ca.gov requesting to receive an initial stock of 10 Talbots gift cards. The subject of your email should be: Talbot's Gift Card Request. Please be sure to include your name, agency name, mailing address and phone number. Please specify how your services are specifically related to helping women find gainful employment.
2. For each female veteran receiving a gift card, please complete the Talbots Gift Card form and have the female veteran complete a California Veterans Reintegration form. (see attachment)
3. The **Gift Card and Reintegration forms** are to be returned to Deputy Secretary Barbara Ward via email (scanner may be used), US postal service, or fax (916-651-6262) **within 7 – 10 days** of the veteran receiving the Talbot's Gift card.
4. Submit a **monthly tracking form** no later than the 5th day of the following month, to Deputy Secretary Barbara Ward. This form lists the information for all of the female veterans who have received a gift card for the month. **No additional gift cards will be provided prior to receipt of the completed tracking form verifying that 10 female veterans received the initial cards.**

Failure to comply with this process will result in your agency's inability to receive additional gift cards. It is imperative that we have documented records to prove that the cards are being used for the intended purpose.

Direct all questions to Deputy Secretary Barbara Ward at 916-653-2327. For more information visit www.cdva.ca.gov.